

HIGHLANDS RECREATION DISTRICT BOARD MEETING

Tuesday, August 16, 2016

Attendants:

BOARD-

Pam Merkadeau (PM)
Michelle McNeil (MM)
Eric Olbekson (EO)
Sterling Sakai (SS)
Hal Carroll (HC)

STAFF-

Brigitte Shearer
Mike Koenig
Rebecca Hitchcock

CALL TO ORDER

The meeting was called to order at 7:03 by Board Member PM

REVIEW AND APPROVAL OF THE MINUTES

Board Member SS made a motion (EO second) to approve the minutes of the July 12 Board meeting. The votes were as follows: EO: yes SS: yes MM: yes PM:yes HC:abstain

INTRODUCTION OF GUESTS

Monika Peschke

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

MANAGER'S REPORT

A. Programming –

- a. Pool – see staff report.
- b. EEC – New school year is starting. Revenues for July are higher than typical due to prepayments. Classrooms were fully cleaned this week.
- c. ASP – Summer camp was successful. New ASP Head Teacher is Alyssa Kujiraoka. ASP is ready for the first day of school. There are 36 kindergartners in the program.
- d. Seasonal Programs/ Events - See staff report

B. Facilities & Grounds –

The pool pump room is getting a variable drive adapter to allow for energy savings on the two pool pump motors. All areas have been prepped for the new school year. No open space clearing occurred last month due to CA wildfires and lack of crew availability.

C. Administration –

The San Mateo County Hazard Mitigation plan resolution has been postponed. The District has communicated its interest in the soon to be vacant space at the church. CA legislation regarding special district auditing procedures was discussed. The District will continue to contract for annual financial audits.

COMMITTEE REPORTS

The Ad hoc Budget Committee met on August 3rd. The financial requirements of upcoming significant capital improvements were discussed. The proposed budget includes limited asset improvements.

FINANCIAL REPORT

The YTD financials were discussed. The Rec is at 8% of the budget. Staff is investigating COP refinance opportunities which could provide additional savings.

UNFINISHED BUSINESS

None

New BUSINESS

- A. Discussion/ Action item: Motion to Approve 2016-2017 Budget: Board Member MM made a motion (SS second) to approve the 2016-2017 Budget: . EO: no SS: yes MM: yes PM: no HC yes
- B. Discussion regarding Q4 strategy session: A 4-hour strategy session will be scheduled for October/ November. Staff will provide a tentative agenda to discuss long term financial and capital needs.
- C. Discussion regarding General Manager review. Board Members EO and MM volunteered for the ad hoc GM Review Committee to prepare a review process for presentation at the September meeting.
- D. Discussion/ Action item: Motion to Approve rescheduling November meeting: Board Member EO made a motion (HC second) to reschedule the November Board meeting to November 15.
- E. UPCOMING MEETINGS: SEPTEMBER 13, OCTOBER 11, NOVEMBER 15

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member EO made a motion to pay the bills (HC second) and the motion passed unanimously.

ADJOURNMENT

Board Member MM made a motion to adjourn the meeting (EO second) The motion passed unanimously. The meeting adjourned at 8:30pm

Respectfully submitted,
Brigitte Shearer
Board Secretary